

## Question and Answers re Request for Proposals 03 PS 5418

1. Does the term “unique individual” have a special meaning as contrasted with an (unmodified) individual?

As used in sections C.4.a, VERIFICATION AND AUDIT (p. 15) and D.5.d, REFERENCES (p. 20), the word “unique” means that a person may not be used twice as a reference for the same key individual.

2. Are there any potential references who, purely because of their past or current position or relationship to the bidder, would not be permitted to provide a reference (regardless of their ability to judge the applicant)? If so, would the bidder be notified and allowed to select an alternate without penalty?

There are no restrictions on whom a bidder may identify as a reference for a key individual. As indicated in section D.10.b, REFERENCES (p. 23), however, the evaluation team will score all such references based upon the “*nature, degree and length of bidder contact* with the reference” (emphasis added). Bidders are again advised to choose references carefully.

3. Three points per reference, for a total of 20, means that seven references could be used. Can the same person be used as a reference for more than one key staff member and receive full credit each time?

Yes, but the relationship of such a reference to a key individual would be scored and evaluated separately from that person’s relationship to another key individual.

4. On the BIDDER REFERENCE form, lower section: “Description of enterprise or project at time of the key individual’s involvement”. Is this a request for a description of the bidder organization/enterprise during the time the reference was familiar with the key individual?

Yes.

5. On the BIDDER REFERENCE form, lower section, does “Organizational relationship to the key individual” refer to the bidder organization or to the reference’s organization?

The language refers to the organization or enterprise within which the bidder and reference had contact at the time of the experience cited.

6. Will the Commission allow any modification to the proposed costs if the contractor determines that the required tasks cannot be carried out for the amounts shown on the cost sheet?

The bidder’s proposed cost is binding. Failure to meet costs and achieve deliverables, timeframes, appropriate staff, et cetera, is grounds for termination of the contract. Award of the contract will be made to the lowest qualifying bid.

7. The RFP states the contractor will maintain “at least one” clearinghouse office within reasonable proximity to Commission headquarters. Does the statement “at least one” imply that the contractor consider more than one office site, i.e., one in Southern California?

This question pertains to the language in section A.5.b.1, PRIMARY OFFICE (page 8). The requirement that the contractor “lease, maintain and staff at least one clearinghouse office” indicates it is up to the discretion of the bidder whether additional offices will be necessary to perform the work.

8. Who pays for the toll-free line, informational literature, website and training sessions?

As indicated under section B.2, PAYMENT (page 12), item h, “All other overhead and costs of doing business will be the responsibility of the contractor.”

9. Does a procedure manual for the clearinghouse exist or will a new revised procedure manual be required?

Clearinghouse guidelines exist which delineate procedures for ascertaining ownership and control of businesses. Any revision to current procedures would fall under the hourly work rate described in section A.5.c, ADOPT PROGRAM MODIFICATIONS.

10. Is the contractor required to submit a weekly and/or monthly narrative report or is it to be submitted with the monthly invoice?

As indicated in section B.1, INVOICES (page 11), item f, “The contractor will prepare and enclose with the invoice a narrative report of all clearinghouse activities at least from the time of any previous invoice.” Item a in the same section indicates invoices will be mailed once monthly. There are no other periodic reporting requirements indicated in the RFP.

11. Will the Commission provide the clearinghouse with training on the new clearinghouse system?

Yes.

12. The Commission will provide training manuals for the new clearinghouse system. Will the contractor be responsible for cost incurred for duplicating the training manuals?

As indicated under section B.2, PAYMENT (page 12), item h, “All other overhead and costs of doing business will be the responsibility of the contractor.” Costs for duplicating the training manual should be nominal.

13. Given the complexity and scope of the RFP, why wasn't a bidders meeting scheduled?

As indicated in section A.2, Procurement Type (page 1), the State feels the RFP contains all the information necessary for "bidders to submit a proposal and a COST SHEET containing a firm bid."

14. Will a list of persons requesting the RFP be available upon request?

That information is not available.

15. What was the budget of the clearinghouse for the most recently completed year?

The current clearinghouse contractor invoiced the following amounts for the months January 2004 through June 2004:

<u>Jan 04</u>	<u>Feb 04</u>	<u>Mar 04</u>	<u>Apr 04</u>	<u>May 04</u>	<u>Jun 04</u>
\$58,045.19	\$55,749.35	\$72,565.22	\$60,596.94	\$71,720.55	\$59,199.37

The average amount invoiced for this period was \$62,979.44.

Bidders are reminded that the current contractor is responsible for maintenance of the existing clearinghouse system.